

Annual Financial Report

Budg25

Districts

Presented by the

Arizona Department of Education
School Finance Unit

Nettie Klingler

April Rivera

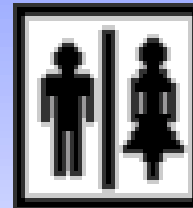
Rachel Meier

Before we begin:

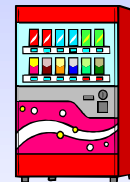
1. Turn off cell phones and pagers



2. Locate restrooms

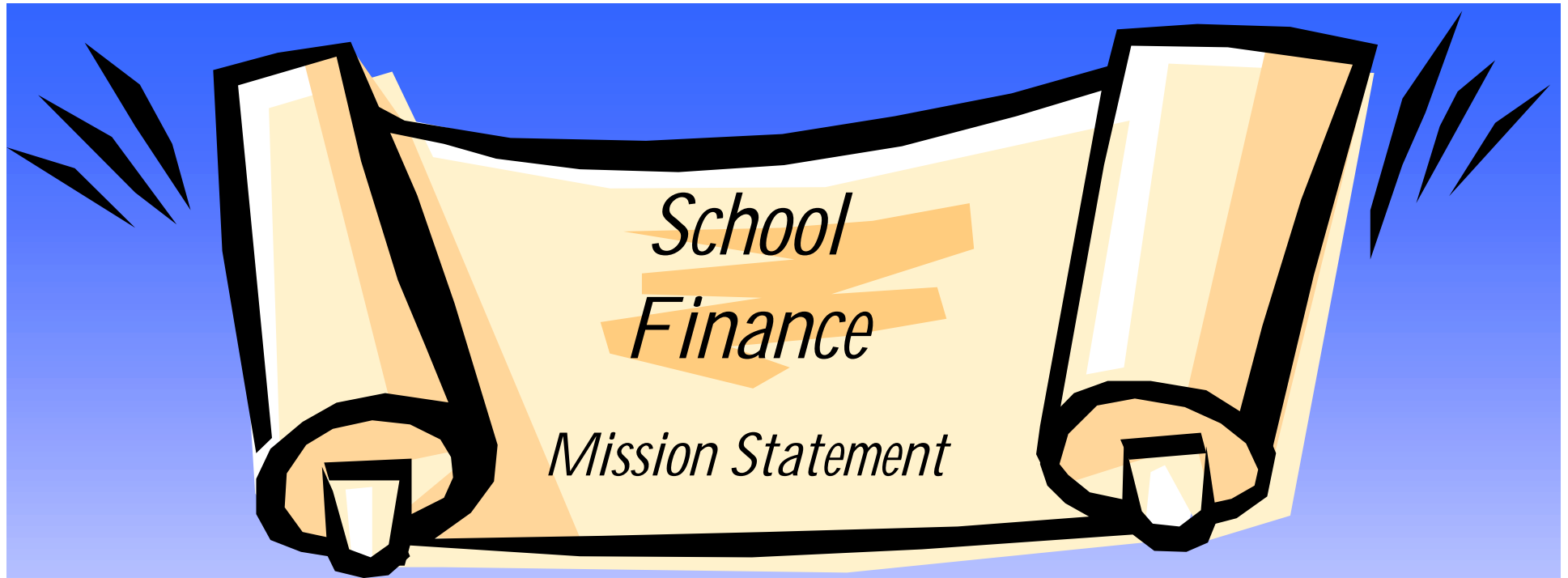


3. Vending Machines



4. Breaks





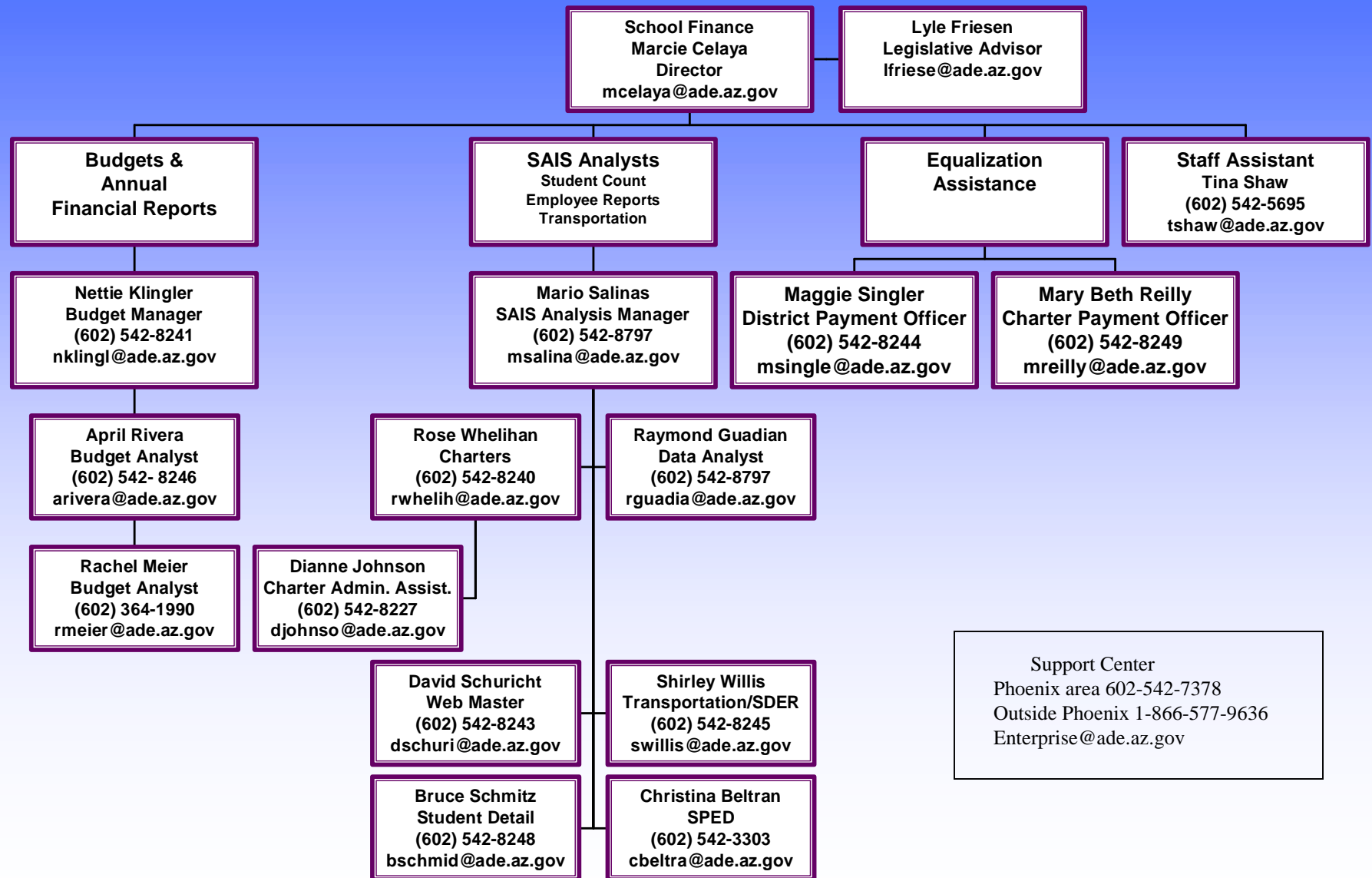
School Finance provides state aid through a statutorily prescribed funding formula, collects and provides accurate financial and student data, assists schools in complying with state laws and federal regulations, & responds to requests for information.

Packets

Your Packet Contains the Following

- Copy of Presentation
- Auditor General's Memo 190
- School District AFR Food Service Instructions
- Annual Financial Report with Notes
- Classroom Site Fund School-by-School with notes
- Classroom Site Fund Narrative results with notes
- BUDG25 with Notes
- Classroom Site Fund Distribution Schedule
- Organizational Chart
- Upload Glossary
- Evaluation Form

School Finance - Who are we?

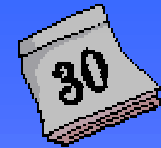


AFR Forms

- Form Development Process
- Where to find the forms
 - School Finance
<http://www.ade.az.gov/schoolfinance/>
 - Auditor General
<http://www.auditorgen.state.az.us/>
- When they are available
 - Sign up for notification two ways
 - Email asd@auditorgen.state.az.us
 - Call Amanda Winn or Chris Cable at 602-553-0333



Budget, AFR and Affidavit Due Dates



Item	Due Date
Annual Financial Report FY 2002	Oct. 15, 2002
Affidavit of Publication for AFR FY2002	Nov. 15, 2002
Revised Budget (if necessary) FY 2003	Completed by Dec. 15, 2002 Due to ADE by Dec. 18, 2002
Revised Budget (if necessary) FY 2003	Completed by May 15, 2003 Due to ADE by May 18, 2003
Proposed Budget FY 2004	Completed by July 5, 2003 Due to ADE by July 15, 2003
Affidavit of Publication for Proposed Budget FY2004	Completed by Aug. 5, 2003 Due to ADE by Aug. 5, 2003
Adopted Budget FY2004	Completed by July 15, 2003 Due to ADE by July 18, 2003
Revenue Budget FY2003	Completed by Sept. 15, 2003 Due to ADE by Sept. 18, 2003

Importance of the AFR

- Superintendents Annual Report
- School Finance pulls some number's from the AFR
 - Excess Utility
 - Audit Expenses
 - Current Expenditures by category
 - Goes on the School Report Card



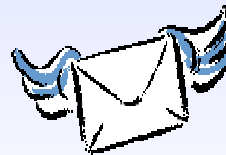
Here's April

To Discuss
The
Annual Financial Report



AFR Cover Page



- Signing and submitting
 - Signed by the Governing Board
 - Mail the signed original cover page to
ADE
School Finance, Bin #13
1535 W Jefferson
Phoenix, AZ 85007



Funds Available

Maintenance and Operation, Unrestricted Capital Outlay, and Soft Capital Allocation Funds

AFR Page 1 of 13

- Revenue
 - Budget Revenue 
 - Actual Revenue 



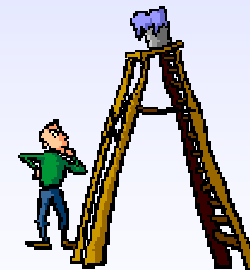
Expenditures



Maintenance and Operation Fund

AFR Page 2 of 13

- Expenditures
 - Budget Expenditures
 - Actual Expenditures



Enrollment, M&O Funds and Expenditures, Tuition to Other Schools

AFR page 3 of 13

- Enrollment
 - A. Gifted
 - Grade
 - B. Ethnicity
- M&O
 - C. Special Education
 - D. Gifted
 - E. Object Code
 - F. Career Ladder
 - G. OPIP
 - H. Performance Pay
 - I. Tuition Paid Out



Expenditures

Classroom Site Fund (CSF)

District Wide

AFR Page 4 of 13

- Line 13 – Total expenditures in CSF 011
- Line 26 – Total Expenditures in CSF 012
- Line 44 – Total Expenditures in CSF 013

More to Come. Stay tuned...



Unrestricted Capital Outlay, Soft Capital Allocation, Fixed Assets

AFR Page 5 of 13

- Line 1 – Budgeted and actual expenditure amounts
- Lines 2-9 – budgeted and actual expenditures
- Lines 10 & 19
 - Budg75
- Fixed Assets
 - Used for the Superintendents Report

Capital Funds – Expenditures

630,685,690 and 695

AFR Page 6 of 13

- First six columns come from the Actuals
- The Totals column at the end has two parts.
 - Budget, which comes from the 2002 budget
 - Actual, which comes from the Districts.



Capital Funds

630,685,690 and 695



AFR Page 7 of 13

- Capital Funds
- Beginning Funds Balances
- Debts Service and Adjacent Ways Fund
- New Construction cost per square foot

Special Projects

Federal and State Projects

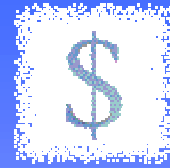
AFR Page 8 of 13

- Federal Projects
 - Fund 295/Goals 2000 has been removed
- Revenue Budget Column
- Net Interfund Transfer (out) to Indirect Costs Column
- Expenditures Columns



Other Funds

AFR Page 9 of 13

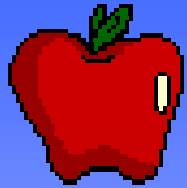


- Other Funds Section
- Current Expenditures by Category (Section C)
 - For the School Report Card
- Section D – Indirect Cost Rates
- Total Cost of Energy Reduction Measures (Section E)

Detail for Federal Projects, State Projects, and Other Funds

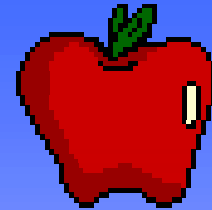
AFR Page 10, 11, 12 of 13

- Page 10 – Federal Project Funds Detail
- Page 11 – State Project and Other Funds Detail
- Page 12 – Other Funds Detail (concl'd)

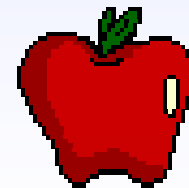
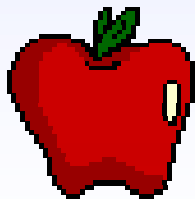


Food Service

AFR Page 13 of 13

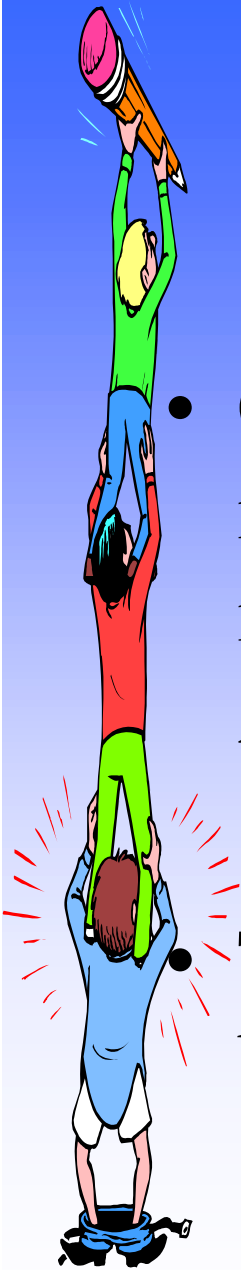


- Maintenance and operation
- Unrestricted Capital Outlay Fund



AFR Summary

- Condenses the information in the AFR for more economical publication. Information in the Summary should be taken from the AFR to ensure the reports agree.
- Therefore, the AFR should be completed before the summary.



Supplement to Annual Financial Report

- Page 1 – M & O expenditures for Special Education Disability Title 8, PL 103-382 Add-on (Impact Aid), and Desegregation
- Page 2 –M & O Expenditures for Special K-3 Override and Joint Vocational & Technological Center
- Unrestricted Capital Outlay Expenditures for Special Education Disability Title 8, PL 103-382 Add-on (Impact Aid), and Desegregation

Here's Nettie

To discuss the Classroom Site Fund
And
Budg25





School-by-School

- Complete and submit only if the District has more than 1 site (campus, schools)
- Upload separately under 2002 Regular School Annual Financial Report

CSF School-by-School

- Broken out by funds
 - 20%, 40%, 40%



Classroom Site Fund Narrative Results Summary

- Break out expenditures by program
- Briefly describe results from fund expenditures
- Load separately form AFR as 2002 School by School CSF-actual

Classroom Site Fund Estimate

	Year 1 FY 01-02	Year 2 FY 02-03	Year 3 FY 03-04
Date JLBC Establishes Estimate	March 30, 2001	March 30, 2002	March 30, 2003
Current Estimate	\$ 272	\$ 239	????

How are CFS Funds Calculated

- FY2002-03 Calculation

Estimated Sales Tax Collection

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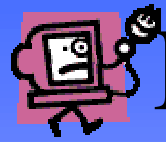
Weighted Student Count

= Per Student Estimate

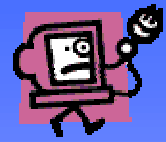
Schedule of State Sales Tax Distribution to Schools FY2002-2003

# of Months	Months of Collection	*Anticipated Month of Distributed to Schools		
1	June	September		
2	July	October		
3	August	November		
4	September	December		
5	October	January		
6	November	February		
7	December	March		
8	January	April		
9	February	May		
10	March	June		
11	April	July		
12	May	August		

* Please note, ADE is committed to processing the revenue received from the sales tax collection as fast as possible. Any adjustments to payments due to changes in student counts may cause delays.



How to Avoid Upload Errors



- Make sure the CTDS is on the forms and the Cover Sheet
 - Also make sure there are nine numbers
- Make sure the file type matches the type of file
- Verify that the Fiscal year is
- Don't change any formulas
- Do not delete any row or columns

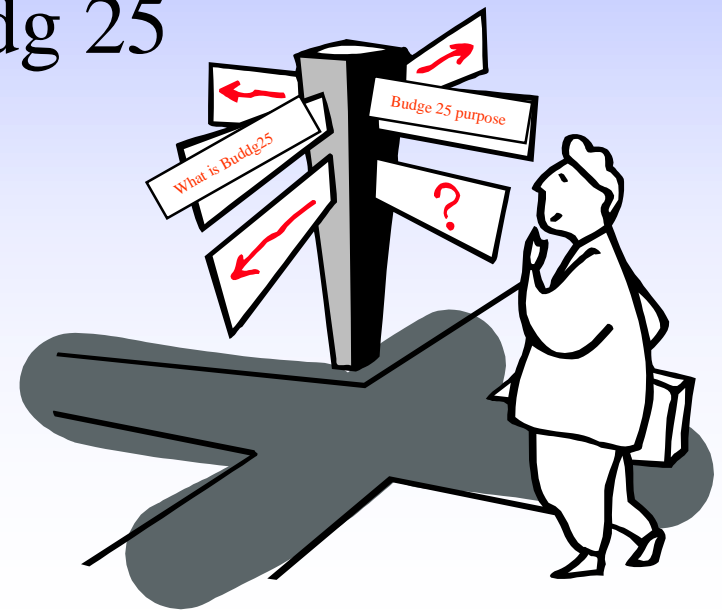


Take a 15min. Break



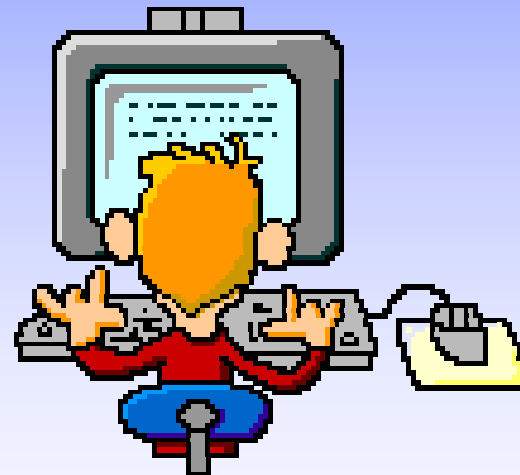
Budg 25 Information

- What is a budg 25
- What is the purpose of a budg 25
 - A.R.S.15-905 E - to satisfy requirements



Budg25 Calculations

- ADE calculations
- District Amounts
- Difference
- District Adjustments
- Corrections



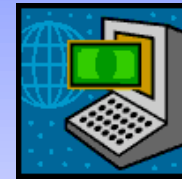
ADE School Finance

Web Site

Email Address

Phone Numbers

www.ade.az.gov/schoolfinance



schoolfinance@ade.az.gov



SF main number: 602-542-5695
Nettie's direct line: 602-542-8241
April's direct Line: 602-542-8246
Rachel's direct line 602-364-1990

